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RECOMMENDED PROCEDURES

A. Control Branch

1. Mail

All mail, including documents from OCD, would be received and controlled by the Control Branch.

a. Incoming Mail.

Three clerks should sort the mail into the following categories:

(1) Requests for evaluations, and other priority material.
(2) Requests for specific requirements, and replies to specific requirements (identified by special numbers).
(3) Mail addressed to an individual and mail on administrative matters.
(4) Top Secret material.
(5) Documents covered by an OCD control card.
(6) Publications and other printed matter requiring routing determination.
(7) All other.

Category (1), enter on a 3 x 5 card pertinent information and dispatch immediately to the Ass't. Chief, Requirements Branch. When returned by Requirements Branch for dissemination, enter routing on card and place card in chronological suspense file by due date shown by Requirements. Each day call Branches from which evaluations are due.

Category (2), log in "Requirements-Priority" log, and dispatch immediately to Secretary, Requirements Branch.

Category (3), if classified, enter in incoming log and give to messengers for delivery.

Category (4), Top Secret material will be handled by one mail clerk who has been designated an Alternate TS control officer.

Category (5), give to File clerks who will remove one copy of OCD control card and file in chronological suspense file to be used as a locator file to answer inquiries within ORR as to whether a certain document has been received. The file clerk will file documents with remainder of cards attached in chronological order also to await processing of the document by Requirements Branch. When batches of documents are taken by Requirements analysts for routing, the locator card will remain in the suspense file, and will be associated with the document when it is returned by Requirements Branch for ORR dissemination. At that time two copies of the card showing ORR routing will be pulled and filed--one by control number, one by source. Upon final disposition of the document by ORR, an OCD control card showing final disposition will be substituted for the original numerical file copy.

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Category (6), give to "Standard Distribution" clerk who will read mail, determine routing on basis of established pattern from previous routing of like material and enter in "Standard Distribution" log.

Category (7), enter in "Requirements" log and give documents to file clerks for storage to await Requirements Branch processing.

Those categories of material routed to Requirements will be returned to the Control Branch for dissemination within ORR and routing will be entered on the appropriate record at that time.

b. Outgoing Mail

One clerk will be assigned to handle all mail routed outside ORR and will maintain a chronological log of such material. Exception to this rule applies to Top Secret material which will be handled by the alternate TSCO.

All mail classified Confidential or Secret which is routed to ORR components located in other buildings must be signed for by the receiving office. It is recommended that in such cases the log listing the documents dispatched should be prepared in duplicate and one copy should be enclosed in the package for signature and return by the recipient.

Outgoing material in category (5), the clerk will remove one OCI control card and give to the file clerks to be substituted for the numerical file copy already in the file to show final disposition of the document as far as ORR is concerned.

2. Files

Two file clerks will maintain files of OCI control cards, logs, and other control records. No other control records will be maintained in St/C. Requirements Branch will maintain case records on requirements as outlined in Annex III,E.

3. Operational Liaison

This function would be performed in the present manner except that requests for ad hoc clearances on EIC members awaiting continuing clearances should be instituted immediately after each meeting to avoid last minute rush clearances.

It is recommended that the Security Control Staff should be requested to make EIC continuing clearances effective for any EIC

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or sub-committee meeting inasmuch as it is assumed the same type of investigation is conducted to obtain clearance for any of these meetings.

Transfer of this function from Requirements Branch is recommended inasmuch as it is a service function not directly connected with Requirements subject matter and creates unnecessary disturbance to Requirements personnel.

4. Cables.

The Cable Clerk will pick up cables from the Cable Center twice each day and when notified that a priority cable has been received. She will log cables in the present manner, and give them immediately to the Assistant Chief, Requirements Branch, for handling as priority material.

When cables are returned from Requirements Branch with routing assigned, she will enter routing in the log and hand-carry cables to appropriate ORR components.

Other cable procedures, such as routing to the AD/RR, and final disposition of cables will continue in the present manner.

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